



Date: September 18, 2015 Texas Works Bulletin Number: #16-02

To: Eligibility Services – Regional Directors

Program Managers

Eligibility Services Supervisors

Regional Attorneys Hearings Officers All TIERS Users

From: Stephanie Stephens, Director

Policy Strategy, Analysis, and Development

State Office 2115

Subject: 1. Texas Department of Criminal Justice Match Process

2. National Directory of New Hires

3. Elimination of Same-Sex Marriages Contingency Processing Method

Bulletins are sent to supervisors and other regional managers who must share the information with eligibility staff. Please ensure that copies are provided to staff without access to email. For questions regarding the information in this memo, follow regional procedures.

Find active bulletins at the following respective handbook websites:

- Medicaid for the Elderly and People with Disabilities (MEPD): http://www.dads.state.tx.us/handbooks/mepd policy/index.htm
- Texas Works: http://www.dads.state.tx.us/handbooks/texasworks bulletins/index.htm

1. Texas Department of Criminal Justice (TDCJ) Match Process

Background

Supplemental Nutrition Assistance Program (SNAP) federal regulations require states to monitor and prevent individuals held for more than 30 days in any federal, state, local detention, or correctional institutions from receiving SNAP benefits.

Current Policy

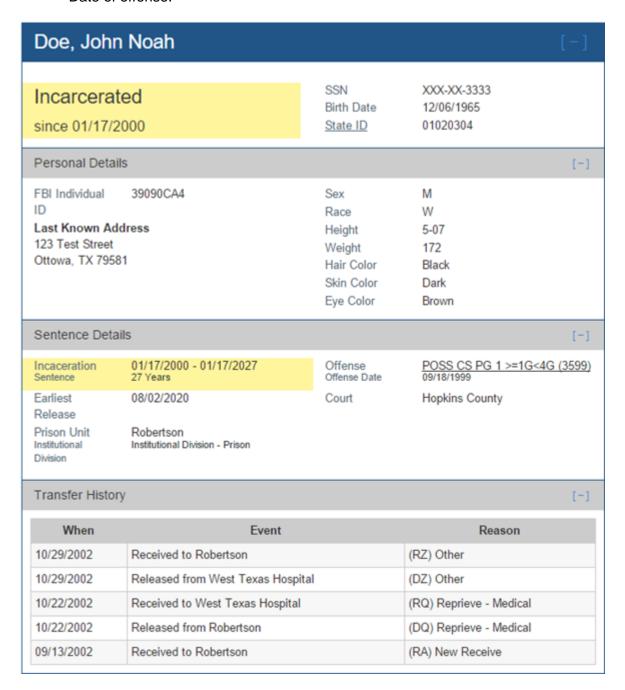
The Health and Human Services Commission (HHSC) Office of Inspector General (OIG) staff processes computer matches from the Texas Department of Criminal Justice (TDCJ) State Prison Match. When OIG finds a match in TIERS, OIG performs an investigation based on the information received. If OIG determines that the information matches an individual in TIERS, staff must take action. OIG sends the Form H1186, OIG Match Action Alert, to the Document Processing Center. A task is created for the Customer Care Center (CCC) to process the change and send Form TF0001,

Notice of Case Action, to the household within ten days of receiving Form H1186. The advisor takes action as necessary and documents case comments in TIERS if no action is required.

New Policy

When staff requests Data Broker, the following TDCJ information is now displayed on the combined report, if applicable, for an incarcerated individual:

- Name, Social Security number (SSN), and date of birth (DOB),
- Last known address,
- Incarceration sentence (first day of incarceration),
- Earliest release date,
- · Prison unit,
- Offense, and
- · Date of offense.



Note: The information above is only an example and does not include real client information from TDCJ. Any similarities to actual client information are purely coincidental. Additionally, the layout of the information may change, but the information provided will remain the same.

Staff must use the following processes for individuals incarcerated for more than 30 days who are applying for or are included on an active SNAP, Temporary Assistance for Needy Families (TANF), or health-care program eligibility determination group (EDG):

For applications and recertifications with an interview and at change (when applicable):

- Staff must treat TDCJ information as a case clue. If Data Broker shows that the individual is currently incarcerated and the current date is more than 30 days from the incarceration sentence date, staff must ask whether the individual is still incarcerated (if the individual is not present at the interview).
- If the household agrees that the individual is **not** in the home, remove the individual from the EDG and process the case action.
- If the household disagrees and states that the individual <u>is</u> in the home, request verification of
 household composition in addition to any other required verification for the individual needed
 to determine eligibility.
 - o To pend the EDG, select "Not Verified" on the Living Arrangement screen in TIERS.
 - Staff may use existing verification sources to verify household composition as listed in the Texas Works Handbook (TWH) A-251, Verification Sources. In addition to the sources listed in A-251, individuals may also provide records from the court or incarceration facility as verification. Follow current processing timeframes for pending verification.
 - o If verification is not provided by the pending due date, deny the household.
- Staff must document the following information in case comments:
 - The household's response regarding whether they agreed or disagreed with the incarceration information in Data Broker;
 - When a household member is not included as a result of incarceration information in Data Broker;
 - If applicable, attempts to verify and how questionable information was cleared (TWH C-940, Documentation); and
 - o When a fraud referral is sent to OIG (TWH B-940, Texas Works Responsibilities).

For applications, recertifications, and changes that do not require an interview, staff must:

- Attempt to contact the household to inquire about the individual shown as incarcerated; and
- Follow the appropriate steps above for households who agree or disagree with the report of incarceration.
 - Request verification of household composition using Form H1020 if contact cannot be made or when the individual disagrees with the TDCJ information.

OIG will continue to process TDCJ matches between certification periods for SNAP, TANF, and health-care programs and send Form H1186, OIG Match Action Alerts, for CCC staff to process when necessary.

Note: Although SNAP streamlined reporting (SR) households are not required to report a change in household size, as required in TWH B-621, staff must continue to act on all agency-generated changes. If during the processing of an EDG, staff discovers that an individual is incarcerated after following the process above, staff removes the individual and does not process an overpayment referral (if applicable).

Additionally, TDCJ information is separate from the existing criminal history report in the Data Broker combined report. The information is unrelated and must be treated as two separate unrelated case clues.

If the incarcerated individual is also the head of household and no longer in the home, follow policy in (TWH B-636, Change in Head of Household).

Automation

Data Broker will be updated to include TDCJ information above the existing criminal history section.

Effective Date

The policy is effective November 1, 2015, for all case actions processed on or after the effective date.

Handbook

The handbook will be updated with the January 2016 Revision.

Training

Information on training will be provided in the future.

2. National Directory of New Hires (NDNH)

Background

The Agricultural Act of 2014 (known as the 2014 Farm Bill) requires states to use the National Directory of New Hires (NDNH) to identify Supplemental Nutrition Assistance Program (SNAP) applicants and recipients employed outside of the state. NDNH collects employment information from all 50 states, 4 territories, and all federal agencies. States are required to use the NDNH information when determining SNAP eligibility as an indicator of earned income received by an individual.

Current Policy

Currently, staff utilizes the Employer New Hire Report (ENHR) as an indicator of unreported earned income at application and redetermination. ENHR contains employer information for individuals whose employers are based in Texas. The report lists information such as hire date, employer name/address, and employee name, date of birth (DOB), and address. ENHR information is available in Data Broker under the "New Hire Report" section. Customer Care Center (CCC) staff also receives ENHR reports when a change action is required on active Eligibility Determination Groups (EDGs). Staff treats the ENHR information as a case clue and, as needed, staff will pend for verification of the information as required by Texas Works Handbook (TWH) A-1370, Verification Requirements; TWH B-100, Process and Processing Time Frames; and TWH C-900, Verification and Documentation.

New Policy

Staff must access NDNH information when processing applications, recertifications, and changes. Like ENHR, the NDNH information is accessible via Data Broker. However, the report also contains information on employers based outside of Texas, such as hire date, employer name/address, employee name, DOB, and address. Staff must use the same policies and procedures that are currently used to process ENHR information to process NDNH information. CCC staff will receive a new hire task with NDNH information to process a change and must treat NDNH information as a case clue.

Note: The NDNH may list the corporate name and address instead of the local business name and address. Before taking adverse action related to this report, staff should consider that the commonly known name of the business may be different from the corporate name.

Automation

Data Broker will be updated to include NDNH information under the New Hire Report section. Data Broker will display both EHNR and NDNH information to staff.

Effective Date

The policy is effective November 1, 2015 for all applications, recertifications, and changes processed on or after the effective date.

Handbook

The handbook will be updated with the January 2016 Revision.

Training

Information on training will be provided in the future.

3. Elimination of Same-Sex Marriages Contingency Processing Method (CPM)

Recognition of Same Sex Marriages

On August 7, 2015, and August 14, 2015, policy regarding same-sex marriages was provided for:

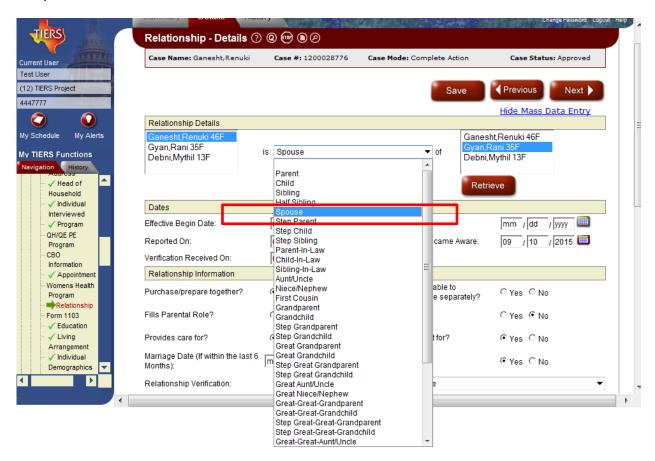
- Supplemental Nutritional Assistance Program (SNAP),
- Temporary Assistance for Needy Families (TANF),
- Medicaid, and
- Children's Health Insurance Program (CHIP).

For all programs, the policies and procedures that apply to opposite-sex marriages now apply to same-sex marriages, effective June 26, 2015.

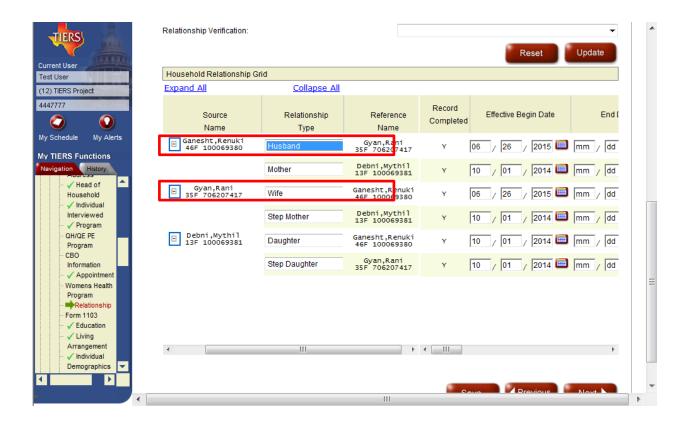
Effective September 19, 2015, system changes will be implemented and advisors no longer need to use the Contingency Processing Method (CPM) # 594992 when processing eligibility determinations for households with same-sex spouses.

TIERS

The **Relationship-Details** page in TIERS is updated to allow advisors to designate married couples as spouses instead of husband or wife.



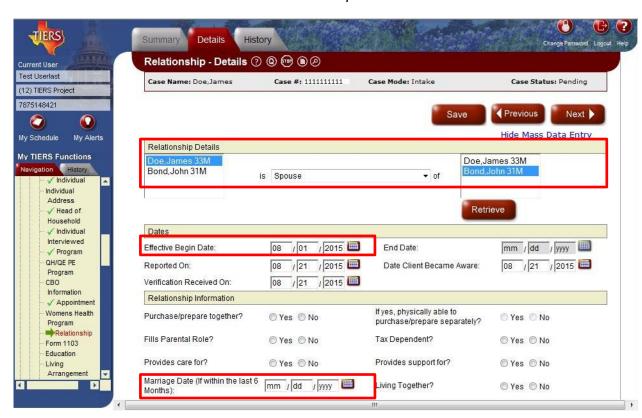
Although TIERS allows for the designation of spouse and the **Relationship-Details** section shows spouse, the **Household Relationship Grid** continues to show one individual as the husband and the other as the wife even for same-sex married couples. Staff **must not** modify the husband/wife designation.



In the **Relationship-Details** page, staff must enter an **Effective Begin Date** (EBD) of June 26, 2015, or a later date for a same-sex married couple (if married after June 26th using current EBD policies). If a date prior to June 26, 2015, is entered, TIERS displays an error message and directs the advisor to enter an **Effective Begin Date** of June 26, 2015.

The actual marriage date should be recorded in the **Marriage Date** field. TIERS allows the advisor to enter a date prior to June 26, 2015, in the **Marriage Date** field for same-sex married couples. It also allows for a date older than six months.

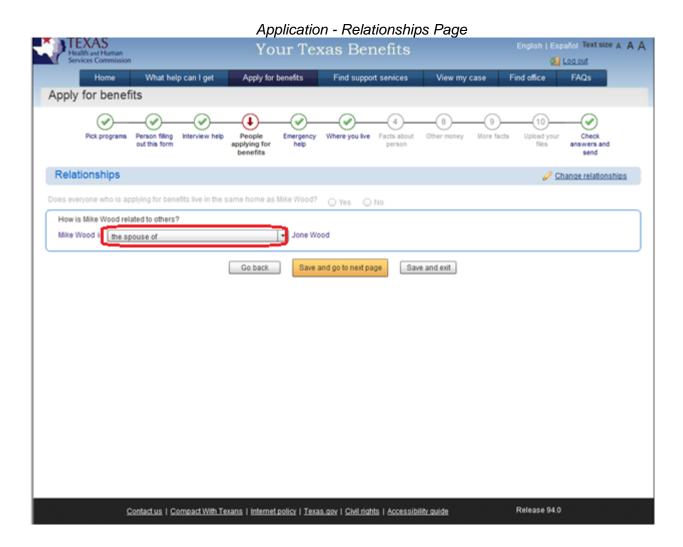
Continue to follow existing policies for opposite-sex married couples when entering the **Effective Begin Date** and **Marriage Date**.



Relationship - Details

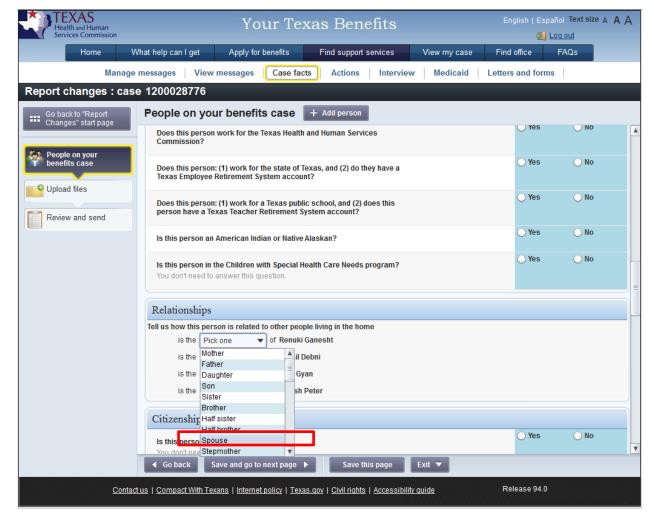
YourTexasBenefits.com

The **Relationships** page has been updated to allow an individual or customer care representative (CCR) to designate a spouse instead of husband or wife at application, renewal, or when reporting a change.



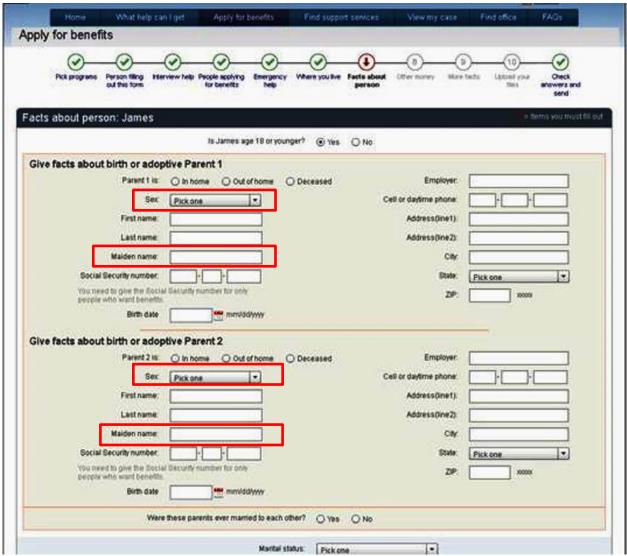
Reporting a Change – Case Facts, People on Your Benefits Case, Relationships and

Renewals – Case Facts, People on Your Benefits Case, Relationships



Under the Facts about person page the Give facts about Mother/Father titles have been modified to say Give facts about biological or adoptive Parent 1/Parent 2. In addition, the individual or the CCR must now also select a **Sex** and, if available, **Maiden name**.

Application - Facts about person



Correspondence

The following correspondence forms have been updated to reflect the term spouse for all married couple relationships when the pre-populated PDF is generated from YourTexasBenefits.com:

- Form H1010, Texas Works Application for Assistance, Section H- People Applying for Benefits and Section J- Other People in the Home (Not Applying for Benefits)
- Form H1010-M, Addendum, Applying for or Renewing Medicaid or CHIP?, Relationships
- Form H2020-YTB, Your Texas Benefits Renewal Form, Relationships
- Form H1019-YTB, Reporting Changes to Your Case, Relationships
- Form H1206, Health-care Benefits Renewal Form

Examples of the pre-populated PDFs are provided on the following pages.

Form H1010, Section H – People Applying for Benefits

Section H People Applying for Benefits	Person 2: spouse, child, or other adult applying for benefits Sarah Christina Zenabi First name Middle name Last name 6 7 6 7 8 9 0 4 / 2 2 / 1 9 6 1 social Security number
Mark the benefits	Spouse This person's relationship to you If this person gets money from Social Security or railroad retirement, list the number here: Social Security claim# Railroad retirement#
Person is applying for: Food Benefits (SNAP) Cash Help for Families (TANF): TANF One-Time TANF One-Time TANF Grandparent Health Care (Medicald or CHIP) for: Children Adult Caring for a Child Pregnant Woman	
	Is this person registered with the U.S. Citizenship and Immigration Services? Yes No Immigrant registration number Person 3: spouse, child, or other adult applying for benefits George Abel Zenabi
	First name Middle name Last name 4 4 4 - 4 4 - 4 4 4 4 0 9 / 0 9 / 1 9 8 Social Security number Birth date (month/day/year) Son This person's relationship to you If this person gets money from Social Security or railroad retirement, list the number here: Social Security claim# Railroad retirement #
Mark the benefits Person is applying for: Food Benefits (SNAP) Cash Help for Families (TANF): TANF One-Time TANF	OMarried ● Single ODivorced OSeparated OWidowed Live in Texas? ● Yes ONO Optional Questions ● Male OF Hispanic or Latino? ● Yes ONO Ouestions ONO ONO ONO OBlack or African-American ONAtive Hawaiian or Pacific Islander ● White
One-Time TANF Grandparent Health Care (Medicald or CHIP) for: Children Adult Garing for a Child Pregnant Woman	Is this person going to school? Yes No If yes, is this person going full-time? Yes No Is this person a U.S. citizen? If no, give facts below. Yes No Is this person a refugee or legally admitted immigrant? Yes No If this person has a sponsor, write the sponsor's name Is this person registered with the U.S. Citizenship and Immigration Services? Yes No Immigrant registration number
TEXAS Health and Human Services Commissi	Application for benefits 09/2015 Texas Health and Human Services Commission Page 4

Form H1010, Section J – Other People in the Home (Not Applying for Benefits)

Section J	Other people in the	home		
Other People in the Home	These people live in my home, but they don't want to apply for benefits. List the bistle date only if the person is your relative.			
	Dorothy Arevir	Spouse Relationship to you	0 6 / 1 8 / 1 9 4 2 Birth date (if relative)	
	Ronald Arevir	Grandfather Relationship to you	1 1 / 0 3 / 1 9 4 1 Birth date (if relative)	
	Name	Relationship to you	Birth date (if relative)	
Section K	Information about p	eople applying for benefits		
Help Us Serve You Better	Does a child applying for member who is a migrant	health care travel with a family farm worker?	O Yes ® No	
This section is only for people applying for	2. Is a child in the Children	with Special Health Care Needs progra	am? ○ Yes ○No	
health care benefits.	Ifyes, who?			
	3. Is anyone an American In	dian or Native Alaskan?	○ Yes ○No	
These questions will not be used to decide				
if your family can get benefits.		what tribe nied refugee minor? 1) not living with a relative, 1 (3) a refugee.		
	If yes, who?			
	Ifyes, who?			
Social security number:	_ 3 4 5 6 Te	Application (exas Health and Human Services C		5

Form H1010- M, Addendum – Relationships

Addendum

Relationships

Helen G Parr

Bob G Parr Spouse

Do they live in the same home?

Violet A Parr Mother

Do they live in the same home? Yes

Tax return status

Helen G Parr

How this person will file taxes next year: Filing jointly and as a tax dependent

Will this person file jointly with someone who isn't a part of

This person will file jointly next year with: Bob G Parr

Will this person claim any dependents on their tax return next

year? Yes

This person's tax dependent: Violet A Parr

This person's tax dependent: Dash T Parr

Will this person claim a dependent who isn't a part of this benefits case? Yes

Violet A Parr

How this person will file taxes next year:	Tax dependent
Will this person file jointly with someone who isn't a part of this benefits case?	No
Will this person claim any dependents on their tax return next year?	No



Form H2020-YTB – Relationships



Mike M Brady Sr

Relationships

Add

Carol M Brady Spouse

Do they live in the same home? Yes

Cindy T Brady

Do they live in the same home? Yes

Update Mike M Brady Sr

Marsha A Brady Daughter

Do they live in the same home? Yes

..... Son Greg R Brady Jr

Do they live in the same home? No

No Change Carol M Brady

Jan B Brady

Do they live in the same home? Yes

Tax return status

Add Marie Barron I

Will this person file jointly with someone who isn't a part of this





H2020-YTB 08/2012 Page 15

Form H1019-YTB – Relationships



H1019-YTB 04/2012 Page 11

Relationships

Add Terry Kristen I

Gary Kristen I Spouse

Do they live in the same home? No

Perry Kristen I Brother

Do they live in the same home? Yes

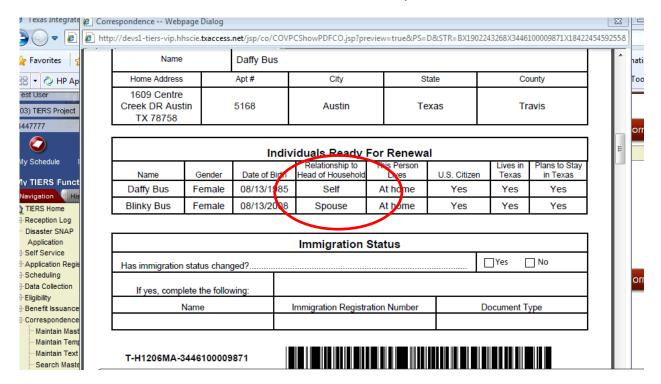
Tax return status

Add	firstName1 lastName1 I
How this person will file taxes next year:	Filing separately
Will this person file jointly with someone who isn't a part of this benefits case?	Yes
This person will file jointly next year with:	jfirstNamel jlastNamel I
Will this person claim any dependents on their tax return next year?	Yes
This person's tax dependent:	dFirstNamel dLastNamel I
This person's tax dependent:	dFirstName2 dLastName2 I
Will this person claim a dependent who isn't a part of this benefits case?	
This person will be claimed as a tax dependent by:	cfirstNamel cLastNamel I
This person will be claimed as a tax dependent by:	cfirstName2 cLastName2 I





Form H1206 - Relationship Section



Effective Date

System changes will be implemented September 19, 2015.

Handbook

The Texas Works Handbook will be updated with the January 2016 revision.

Training

No training is required.